



JOB DESCRIPTION

<u>Job Title:</u>	Parks Project Manager
<u>Department:</u>	Parks & Recreation Department
<u>Reports To:</u>	Parks & Recreation Director
<u>Overtime Classification:</u>	Exempt
<u>Date:</u>	August 2016

Definition:

The Parks Project Manager assists with the planning, design, development, construction, operations and maintenance of current and future parks and recreation resources throughout the city. Major responsibilities of this position are grant applications, grant administration, and project/construction management. The successful candidate must be able to manage a sizable workload; effectively pursue grants; complete projects in a timely manner; interface with the public; and be contributing, collaborative member of the city team.

This is a full-time (40 hours per week) position that is FLSA exempt and may occasionally require work that falls outside of the normal work week schedule, including attendance at night meetings, without additional compensation.

Supervision:

Work independently under the supervision of the Parks & Recreation Director.

Essential Job Functions:

- Develop planning documents that direct departmental efforts in the funding, acquisition, development and programming of parks and recreation capital improvement projects, including parks, trails, greenways, wildlife habitats and recreational facilities.
- Assist in the development, updates and implementation of city plans, including the Comprehensive Plan, the Parks, Recreation and Open Space Plan, the Parks and Recreation Capital Improvement Program, individual park master plans, and the Parks and Recreation Department Action Plan.
- Review city and department plans and projects for compliance with federal/state/city regulations, assuring requirements are met. Cultivate congruency amongst city and department plans and projects.
- Research and apply for grant funding to assist with the implementation of the Parks and Recreation Capital Improvement Program, including acquisition and development grants. Administer awarded grants.
- Act as project manager for parks and recreation capital improvement projects, including developing a scope of work, detailed set of tasks, cost estimates, identified resources and budget for project implementation; coordinate and participate in the selection of consultants, preparation of contract documents, bidding and construction supervision, project budget monitoring and project close-out; ensure compliance with specifications, timelines, and federal/state/city regulations and policies; recommend payments to contractors, as appropriate; and maintain project records.

- In coordination with the park maintenance division, assist with the management of volunteer work related to development and maintenance of park and recreation resources.
- Assist in the preparation of complex reports, including statistical information and grant reports. Ensure timely preparation and presentation of project budget and progress reports.
- Gather information, make presentations and/or give staff reports to city commissions, the city council and/or other groups as needed or directed.
- Coordinate, organize and/or facilitate public meetings or other public involvement strategies to gather input and/or secure support for parks and recreation projects.
- Provide staff support to the city council, commissions, committees and citizen advisory bodies, as assigned.
- Create and sustain meaningful and mutually beneficial partnerships with other public agencies, the private sector, and private non-profit organizations to achieve community goals for park and open space acquisition, park capital projects and facility development.
- As needed or assigned, participate in intradepartmental, interdepartmental and/or multi-agency teams for the purpose of coordinating and assisting with a range of city planning, capital projects and operation efforts.
- As needed, coordinate with the city attorney to minimize legal challenges and risk.
- Driving is essential to perform job functions (see special requirements).

Secondary Job Functions:

- Perform other related duties, as required.

Qualifications:

Knowledge of:

- Current planning principles, practices, issues and trends, regulations, and techniques related to park planning, park projects and development.
- Principles and practices preparing and managing a Park and Recreation Open Space (PROS) plan, park master plans, a Capital Improvement Program plan and associated Comprehensive Plan policies.
- Grant application and administration expertise. Familiarity with grant availability and with the Washington Recreation and Conservation Office (RCO) grant process is preferred.
- Project and municipal budget preparation and management.
- Park project analysis to generate effective feasibility recommendations.
- Park project planning and pre-design, RFPs/RFQs and the consultant/contractor selection process.
- Park project and construction management.
- Land acquisition practices.
- Laws and regulations affecting acquisition and development projects.
- City government functions and policies.
- Customer service, problem-solving and conflict resolution skills.
- Operation of a personal computer and various current software programs necessary to accomplish job duties.

Ability to:

- Plan and organize multiple projects concurrently and establish priorities in order to maintain project schedules.
- Develop and maintain project budgets.
- Gain funding commitments through advocacy and persuasion.
- Design, plan and oversee short- and long-range planning and pre-design projects.
- Communicate in a clear and concise manner, both orally and in writing; present progress reports with clarity to groups containing members having varying degrees of exposure or experience to subject matter.
- Communicate policy in a persuasive, informative and diplomatic manner.
- Interpret information or concepts, as well as standard legal documents, effectively to resolve problems and make appropriate decisions.
- Comprehend and compose an array of information, including technical information, and present such information using a variety of media and formats in a manner that effectively informs, instructs, diagrams, trains and/or solicits input.
- Effectively utilize necessary computer software to fulfill job responsibilities.
- Work independently while maintaining adequate communication with supervisor.
- Work under pressure with interruptions and challenging deadlines.
- Organize and prioritize work assignments.
- Establish and maintain effective and cooperative working relationships as a member of a service-oriented team.
- Deal effectively with the public. Deal effectively and tactfully to de-escalate upset members of the public.
- Attend evening meetings, as necessary.
- Physical ability to perform essential job functions.

Education and Experience:**Minimum Criteria:**

A Bachelor's Degree in Parks Administration, Park Planning, Urban or Regional Planning, Landscape Architecture, or a related design, planning or construction management degree plus two (2) years increasingly responsible related work experience. Any combination of experience and training that provides the candidate with the knowledge, skills and abilities to successfully perform the job, including a sufficient amount of additional work experience in lieu of a degree, may be considered.

Special Requirements:

- Successful completion of a pre-employment national criminal background check and reference check.
- Possession of a valid Washington State driver's license, or the ability to obtain a Washington State license within one month, with a satisfactory driving record.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing. Subject to frequent interruptions.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls. Possible exposure to fumes, dust and odors.
- **Environmental Factors:** Office environment with low noise levels. A large portion of employee's time is spent indoors, but field visits will occur, which could involve walking on rugged terrain with exposure to outside weather conditions.